



Date Adopted: 04/04/1986  
Date Revised: 11/04/2008

**Title: Administrative Services Director/Director of Finance**

**FLSA: Exempt**

**General Purpose:**

To direct, plan, organize, and administer the activities and operations of the Administrative Services Department, which is comprised of the Finance / Accounting Division including management of the City's Treasury function; and the Information Technology Division; to coordinate department activities with other City departments and outside agencies; and to provide highly responsible and complex administrative assistance to the City Manager.

**Distinguishing Characteristics:**

This is an Executive Management/Department Head class with full responsibility for the management of multiple function service delivery areas within the City. Reports to and receives direction from the City Manager or designee. Employees at this level receive administrative direction from the City Manager or designee in terms of goals. Department Head positions are reviewed in terms of results.

**Essential Duties and Responsibilities:**

Develop, plan and implement department goals and objectives; develop and administer policies and procedures.

Plan and direct the activities of an Administrative Service Department; supervise and coordinate department activities with those of other departments and outside agencies and organizations.

Provide administrative assistance to the City Manager; prepare and present reports to the City Council and various committees and commissions regarding the City's fiscal, treasury and budget practices, policies, and procedures.

Direct and manage the City's Information Technology Division including computer operations, systems administration, telecommunication and peripheral equipment.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Serve as City Treasurer pursuant to local ordinances, budget officer and financial advisor overseeing financial forecasting, investment management, and related financial activities.

This position shall be designated as the Finance Director to perform statutory duties as may be stated in the California Government Code and / or the City of Dublin Municipal Code Chapter 2.10.

Under direction of the City Manager, prepare and coordinate the citywide operating and capital improvement budgets.

Direct and oversee the analysis and reports regarding the City's current and future financial needs.

Develop and administer the Department's budget; forecast additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, supervise, evaluate, and discipline personnel; provide or coordinate staff training.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees providing technical assistance as necessary.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Review and interpret applicable government regulations and requirements.

Research and prepare administrative reports and studies; prepare written correspondence as necessary.

Direct the negotiation and execution of a variety of contracts and agreements; participate in negotiations with developers for the development and construction of City facilities and other private/public projects.

Receive and review reports from staff members and take appropriate action.

Attend professional workshops, seminars and conferences.

Perform related duties as assigned.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

### **Minimum Qualifications:**

#### **Knowledge of:**

Principles and practices associated with municipal administration, including fiscal, information systems and office management.

Principles and practices of municipal finance, budget preparation and administration.

Principles practices and techniques of public administration, with an emphasis in municipal finance.

Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration, supervision and personnel management.

Principles and practices of statistical research methods and forecasting fees and charges.

Principles of supervision, training and performance evaluation.

Principles of community and public relations.

Customer service techniques and public speaking.

**Ability To:**

Plan, direct and control the administration and operations of a department.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer department budget and expenditures.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Identify and respond to public, City Council and commission/committee issues and concerns.

Interpret and apply City, Federal, State and local policies, procedures, rules and regulations.

Communicate clearly and concisely, orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

**Physical Standards:**

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

**Training and Experience:**

Any combination equivalent to education and experience is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation for an accredited college or university with a bachelor's degree in finance, public or business administration or a related field. A Master's degree is preferred.

Experience: Six years of professional and responsible experience in municipal finance management or municipal administration, including at least three years in a supervisory capacity.

**Licenses; Certificates; Special Requirements:**

Possession of a valid California Class C drivers' license, and Certificate of Automobile Insurance for Personal Liability.